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Personnel Newsletter

FPPS IS HERE!

In relation to the e-Government initiative for improved Government performance, a Federal Personnel/Payroll System (FPPS) has been created to provide a more modern, Web-enabled, integrated system that meets and/or exceeds all mandatory and regulatory requirements; hence, this system replaces our current NASA Personnel/Payroll System - NPPS. The e-Payroll initiative transitioned NASA's automated human resources and payroll operations to The National Business Center (NBC), which is an agency within the Department of the Interior.

Some of the advantages of FPPS are:

- It reduces costs
- It allows easy access to data
- It eliminates redundancies in personnel and payroll processing
- It provides data analysis capability
- It is very user friendly and provides point-and-click navigation
- Many reports that previously had to be manually produced can be created using Brio with the FPPS data.

A key feature of FPPS is the on-line completion of an electronic SF-52 (Request for Personnel Action). The system has a graphical interface that lets users choose among various personnel actions and then guides them in filling out the electronic SF-52. Users then forward the SF-52 through FPPS to the appropriate HR officials for processing. Users of the system can access FPPS from their own PCs using a Web browser over a secure connection.

Glenn began offering "hands-on" FPPS training to all organizations in March 2005. We strongly encourage that those of you who will be frequent users of the system try to attend the scheduled training sessions, especially due to the fact that there are significant changes in requesting personnel actions under this new system. Several organizations have already attended training and have begun using the FPPS system.

If you have any questions regarding FPPS, please contact your servicing Human Resources Specialist. To find out who your servicing Human Resources Specialist is, please visit the OHRWP Website at <http://www-internal.grc.nasa.gov/WWW/OHR/Lewis/assignments.pdf>.



iView Portal Overview

What is iView?

iView is IFM's web-based, secure tool to access **IFM and other NASA-related applications**. It's a new tool that will continue to grow and evolve to meet IFM user needs; iView will not be stagnant. It will be an ever-evolving tool based on new projects, and more functionality based on your input and feedback. Users are able to make comments and suggestions through feedback links found in iView. Your comments count, and are used in determining future changes adding increased functionality and improving iView in future releases.

How will it help you?

☒ **Easy access to applications**

iView gives users Single Sign-On to IFM applications, including **Core Financial, Business Warehouse, Travel Manager, Position Description Management, Erasmus and Bankcard**. iView links to other NASA and external applications, including **WebTADS, Employee Express, the Thrift Savings Plan (TSP) and more**. This single password provides access to all applications available through iView.

iView can be personalized to your own needs. It can be tailored by the user to provide quick access to the applications and information they use most often.

☒ **Travel Dashboard**

Previously, travelers had no easy means to track the progress of their travel documents and vouchers. With the new Travel Dashboard, travelers are able to monitor the progress of these items through the travel and financial systems. Travelers are now able to print boarding passes prior to scheduled flights, making the trip a little easier for the flyer. iView also allows managers to easily track the status of their program/project's travel funds.

☒ **Improved access to IFM information**

By collecting a composite view, data from the various IFM systems and combining it into convenient, user-friendly formatted reports, iView eliminates the effort required in compiling this information from each individual system. Easy access to this consistent information will assist managers in making sound business decisions.

☒ **Increased knowledge-sharing**

iView offers users the capability to create limited-access areas, or rooms, making it easier for groups to coordinate activities, work on projects and share ideas and draft documents.

☒ **Central location for communication**

iView is your source for information about IFM programs and projects, documents and other information. Additionally, system status and alerts are reported on the home page, notifying users of upcoming activities or events that affects application availability. These alerts automatically refresh every 15 minutes, providing a direct source for information about issues and activities. Users can link to Center Contacts, training, and more.

(Continued on page 6)

Thrift Savings Plan News



The TSP has made three changes to the loan program, effective July 1, 2004:

- A \$50 fee is deducted from the amount of each new loan.
- You may no longer have two general purpose loans at the same time. (You may have one general purpose loan and one residential loan.)
- When you pay off a TSP loan, you are not eligible to apply for another loan of the same type for 60 days.

New Address for Loan Payments — All loan payments that you make by check or money order should be sent to our new processing center at the following address: Thrift Savings Plan, P.O. Box 9004, St. Louis, MO 63197-9004. Be sure to include a [Loan Payment Coupon](#) with each payment and to write your Social Security number and loan number on your check.

March 31, 2005, Participant Statement — You can now view and print your TSP [participant statement](http://www.tsp.gov/account/index.html) for the first quarter of 2005 from the TSP Web site (<http://www.tsp.gov/account/index.html>). This statement covers the period from January 1 through March 31, 2005.

TSP Open Season — The TSP open season is April 15 through June 30. However, beginning July 1, open seasons will be eliminated and you will be able to enroll or change your contribution amount at any time. To enroll or change your contribution amount, use [Employee Express](#).



IRS Elective Deferral Limit for 2005: \$14,000

An updated version of the Fact Sheet, [Annual Limit on Elective Deferrals](#), is now available in Forms & Publications on the TSP Web site (www.tsp.gov).



TSP Catch-up Contributions — If you are age 50 or older and you are already contributing the maximum amount of regular TSP contributions for which you are eligible, you may elect to make up to \$4,000 in catch-up contributions for 2005. You must make a new election each calendar year. (This limit changes annually.) Catch Up contributions are done through Employee Express.

Social Security/Windfall Elimination Provision — The Social Security Administration has developed a chart showing the maximum monthly amount that social security benefits can be reduced because of the Windfall Elimination Provision (WEP) if a person has less than 30 years of substantial earnings. The chart can be found at: www.socialsecurity.gov/retire2/wep-chart.htm.

CTAP CENTER IS COMING!

Career Transition Assistance Program (CTAP) services, designed to provide NASA civil servant employees with job assistance preparation and access to employment resources, will begin sometime in June, 2005. The CTAP Center will be located on the second floor of the Development Engineering Building, Building 500. The facility will be staffed with two professional and experienced career counselors from Serco who will provide a wide range of services to NASA civil servant employees. Services will include group seminars and employment workshops that cover skills assessment, interview techniques, resume and cover letter preparation, and networking, in addition to individual career counseling and needs assessment, etc.

More information on the CTAP Center and its opening will be communicated via Today@Glenn.

Fourth Quarter External Awards

The following is a list of non-NASA External Award solicitations due July 2005 through September 2005. All nominations must be submitted through the Awards Office and approved by the Center Director prior to being submitted to Headquarters and the Sponsoring Organizations. Please contact the Awards Office at extension 3-2493, for specific information.

<u>External Awards</u>	<u>Category</u>
American Astronautical Society (AAS) Awards	3
American Institute of Aeronautics and Astronautics (AIAA) Awards	3
Black Engineer of the Year Award	1
Government Technology Leadership Awards	3
James E. Hill Lifetime Space Achievement Award	3
Katherine & Majorie Stinson Award for Achievement	1
National Air and Space Museum Trophy	1
President's Quality Award Program	2

Explanation of External Award Categories

Category 1

Recognition for substantial Agencywide contribution towards direct mission of the Agency. Soliciting organization requires submission by NASA's Administrator, stipend or grant that exceeds \$7,500, and/or special interest or emphasis by NASA Administrator. Nominations must be submitted to NASA Headquarters, Office of Human Capital, Code FP, for final submission to sponsoring organization.



Category 2

Award has limited application in the Agency. Soliciting organization limits the number of nominations from the Agency, thereby requiring an Agency screening process. Nominations may be submitted by someone other than the Administrator. Nominations must be submitted to NASA Headquarters, Office of Human Capital, Code FP, for final submission to the sponsoring organization.



Category 3

Solicitation by sponsoring organization is inconsistent and made through professional society membership and mass distribution. Soliciting organization has no limit on number of nominees from the Agency. Nominations are delegated to Heads of HQ Offices and Directors of NASA Centers for submission to sponsoring organizations.

Are You Leaving NASA Glenn?



If a transfer to another Center or Agency is in your plans, please remember the following:

Once a transfer date has been determined, please contact the Benefits Office, Carol Mehallick at extension 3-2507 or Terry Ross at extension 3-8550. Counseling is necessary to discuss possible change in health insurance plans and clearances from NASA Glenn before moving on to your new Center or Agency.

Separating employees are required to obtain clearance from several areas at the Center, including, but not limited to, the library, computer services, travel, security/keys, property custodian, training office, and other areas if applicable. Personnel in the Benefits Office can provide you with the form used to obtain clearances.

Further information can be obtained by calling the Benefits Office at extension 3-2507.

Change Management Corner

Future "Personnel Newsletters" will include a regular article on managing change and transitions. As I talk to individuals throughout the Glenn Community during this time of Center Transformation, I find that we share common ground. We spend a lot of time talking and thinking, and for some of us, losing sleep over this "Change." We share a genuine fear of the unknown.

Some people think the change is nothing more than "bureaucratic talk," some are angry, some are filled with indecision and feel victimized by the change, and yes, some people have welcomed the change and have moved on to other opportunities that would have not been otherwise available such as taking a buy-out or transferring to another Center.

As a member of the NASA family, and the Change Management Center Lead, I offer the following challenge to everyone:

Stay in the Here and Now

One of life's hardest lessons is that you can only affect the future by being in the present. If you let your mind wander into the past and what might have been, or into the future and what problems could await you there, you'll likely lose your way.

Avoiding these extremes and staying in the present is what athletes call "the zone." The successful athletes, our "heroes," have learned to master how not to obsess about last week's defeat or think ahead to how powerful next week's team is. Instead, they're fully engrossed in the process of doing the best they can, right now.

So, when you find yourself thinking about things you can not control, try to . . . STOP!!!!

What Can I CONTROL?

Continue to contribute to the Center's well being by doing the best you can in your present job.

Support and participate in activities for Center Transformation such as the Forums for New Business and Partnerships, "all hands" meetings, town halls, and other similar events.

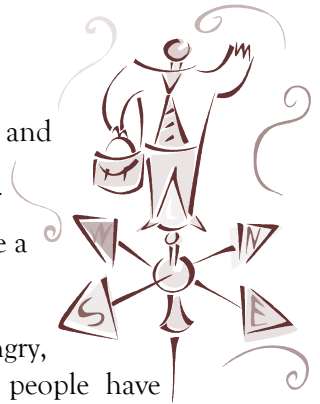
Monitor "Today at Glenn" for upcoming Organization Development and Training Office workshops such as interview skills, lifestyle management, living in the here and now, and making decisions in uncertain times.

Develop personal networks for information, moral support, and opportunities.

Make sure your competencies and resume are current.

Life style management: eat well, exercise, and maintain a positive outlook.

If you have any suggestions or ideas in how we might better support you during this time, please contact Tom Spicer, Change Management Center Lead, at 3-2762.





Compensatory Time Off for Travel

Good news for travelers! You are now entitled to compensatory time off if you perform officially authorized travel that is not otherwise compensable. What changed? On January 28, 2005, a new provision of the Federal Workforce Flexibility Act of 2004 became effective. This provision provides for compensatory time-off for federal employees, other than members of the Senior Executive Service, when they are required to travel away from their duty station and are not otherwise eligible to receive pay for the time in a travel status. For example, an employee who travels on official business on a Sunday in order to attend a meeting on Monday morning may receive compensatory time off. The Office of Personnel Management (OPM) has issued interim regulations that stipulate the criteria that must be met for entitlement. Information regarding these criteria and some examples can be found at: <http://www.opm.gov/oca/compmemo/2005/2005-03.asp>.

Compensatory time off for travel differs in some respects to regular compensatory time off. If your travel meets the established criteria, prior approval is not required by your supervisor. However, the amount of comp time credited to your account must be approved by your supervisor as a part of the normal time and attendance approval process. Prior approval is required in order to use accrued travel comp time. Travel comp time must be used within 26 pay periods from which it was credited. No extensions can be granted and if not used, it will be lost. Under no circumstances will it be paid out. To accommodate this new leave category, WebTADS has been modified. When OPM issues their final implementing instructions, further information will be provided.

(Continued from page 2) **iView Portal Overview**

How do I get access?

Most of you by now have received your iView access. If you haven't, you can still call the IFM Help Desk at 866-427-IFMP (4367) to get your password. Your iView user ID is the same as your x500 ID. Then just log on at: <https://iview.ifmp.nasa.gov>

What can I do after I have access?

One of the first places you'll want to visit in iView is the Support page to review the **How To Guides**. Click on the **Support Tab** and then click on any of the **How To Guides** to see a brief tutorial on the following topics:

- i-View Content Overview
- How Does Single Sign On Work
- How Do I Change My i-View Password
- How Do I Navigate in i-View
- How do I Personalize "My i-View"
- How Do I Update and Maintain My Links on the My Tools Page.

If you have immediate questions, please contact **Natalie Pastorin** at extension 3-2234.

Join the National Marrow Donor Program Registry



The National Marrow Donor Program (NMDP) helps people who need a life-saving marrow or blood cell transplant. We connect patients, doctors, donors, and researchers to the resources they need to help more people live longer, healthier lives.

Each year, thousands of people develop diseases treatable with marrow or blood stem cell transplant. The NMDP, which administers the federally authorized National Bone Marrow Donor Registry has been a leader in the unrelated bone marrow transplantation for more than 15 years. Now, the role of peripheral blood stem cell (PBSC) donation as an alternative to bone marrow donation for unrelated transplant is being evaluated under research protocol accepted by the U.S. Food and Drug Administration. The following is what you can expect if you volunteer to donate blood stem cells or bone marrow through the NMDP.

Process of Becoming a Marrow/Stem Cell Donor

- ◆ The first step is to enroll as a potential donor. NMDP recruiters talk to you about the marrow and Peripheral Blood Stem Cell (PBSC) donation process. You will fill out a brief health questionnaire, sign a form consenting to have your tissue type listed on the Registry and give a small blood sample to determine your tissue type. Once listed on the Registry your tissue type will be compared to the tissue types of thousands of patients around the world who need transplant.
- ◆ If you come up as a potential match for a patient, NMDP Donor Center staff will ask you for another blood sample to see if you match well enough to be an actual donor for the patient. If you do match, you will get more information about the marrow and PBSC donation processes and which is the preferred process for the patient.
- ◆ To get ready for either donation procedure, you will go to an informational session that will give detailed information about the donation process. You will be given a physical exam to discover if donating would pose any special risks to you or the patient.
- ◆ After being fully informed about the donor experience you decide whether or not to become a donor.

The cost for a person to join the registry is normally \$65. The Health Resources and Services Administration will cover the costs for the employees at Glenn Research Center and Plumbrook who are interested in joining the NMDP registry.

All questions regarding the NMDP should be directed to 1-800-MARROW-2 or visit the Web site at www.marrow.org.



Facts about Apheresis (pronounced ay-fuh-REE-sis)

Apheresis is a technique of selectively withdrawing a single component of blood. The components that are currently collected through this process are **platelets** and **plasma**. Platelets are tiny blood cells that induce clotting and prevent bleeding. Plasma, the liquid that carries blood cells, may also be collected.

Platelets are desperately needed by hospitalized cancer and leukemia patients. Platelets are also a vital part of therapy for those undergoing major surgical procedures like organ transplants. They are needed to medically support people with blood disorders like Aplastic Anemia. Additionally, platelet transfusion therapy is an integral part of the treatment for those needing bone marrow transplants.

Plasma, the liquid that carries blood cells, may also be collected during an apheresis donation. Plasma is vital for burn victims and patients with severe liver disease. The proteins in plasma also help clotting and fighting infection for a variety of illnesses.

Examples of patients who need platelets and plasma:

Source: Linda Chambers, M.D., Senior Medical Officer, Biomedical Services (October 2001)

- A leukemia patient may need 2-6 units of red cells and 6-8 units of random platelets (or 1-2 units of apheresis platelets) everyday for 4 to 6 weeks.
- A Bone Marrow transplant recipient, on average, requires 1-2 unit of red cells every other day for 2 to 4 weeks, and 6-8 units of platelets (or 1-2 units of apheresis platelets) daily for 4 to 6 weeks.
- An adult open-heart surgery patient, on average, will need 2-6 units of red blood cells, 2-4 units of plasma, and 1-10 units of platelets (or 1-2 units of apheresis platelets).
- A liver transplant patient, on average, will need 10 units of red blood cells, 20 units of plasma, and 10 units of platelets (or 1-2 units of apheresis platelets).

Giving The Gift Of Hope – Apheresis

Eligibility Requirements:

- At least 17 years of age
- At least 110 pounds
- Good general health
- Aspirin-free for 48 hours prior to donating

Other precautions:

- No allergies to citrus fruit
- Not on a doctor-regulated aspirin regimen

For important information about donating Apheresis please see the following url:

<http://chapters.redcross.org/br/northernohio/apheresis/apheresisRemember.htm>

Apheresis Appointments Are By APPOINTMENT Only
At the Three Northern Ohio Region Donor Centers below:

- [Downtown Cleveland](#)
- [Parma](#)
- [Downtown Akron](#)

To see the current Apheresis Appointment Schedule, please see the following url:

<http://chapters.redcross.org/br/northernohio/apheresis/apheresisSchedule.htm>

Frequently Asked Questions can be viewed at the following url:

<http://chapters.redcross.org/br/northernohio/apheresis/apheresisFAQ.htm>

If you have questions, please contact the Northern Ohio Region Blood Services Apheresis Department at (216) 431-3339 or 1-800-356-3339.

Four (4) hours of Excused Leave will be granted to all Glenn Civil Service employees who participate in an Apheresis donation. Please contact Ms. Xynique R. Sims, (216) 433-2493, if you have any questions regarding Excused Leave.



A Subliminal Message on Summertime

Sunshine , Swimming, Lemonade , Sand,
Giving Blood, Ice Cream , Flowers, Giving Blood ,
Baseball, Sprinklers, Volleyball, Barbeques ,
Tanning Oil, Shorts , Giving Blood , Playgrounds,
Flip-Flops, Giving Blood, Picnics, Iced Tea,
Sailing , Sun Glasses , Bare Feet,
Hot , Giving Blood, Amusement Parks ,
Giving Blood

Got It?

Administration Building Auditorium

June 15-17, 2005, 8:30 a.m. - 3:30 p.m.

**Join the National Marrow Donor Program Registry during this drive.
See the article on page 7 for more details.**

Two hours of **Excused Leave** (select Excused Leave-XLV in WebTADS) will be granted to each Glenn civil service employee (for recuperating purposes) who **successfully** donates. **The leave must be used on the day of donation!**

It must be 56 days from the date you last donated. Please bring your Donor Card and an ID.

WEINGARTEN RIGHTS

WHAT KIND OF RIGHTS?

Weingarten rights are mandated by law and came to be through an actual case decided by the U.S. Supreme Court in 1975. In that case, management had suspected an employee, named Weingarten, of theft and called the employee in to ask questions. The employee insisted on having a union representative present to help her respond to the questions. The manager refused to allow such assistance. When the employee refused to answer the questions without a representative present, the company fired the employee.

An unfair labor practice complaint was filed and eventually was heard by the Supreme Court. In the decision, the Court determined that if the meeting included both management and a bargaining unit employee, was investigative in nature, and the unit member feared discipline as a result of the discussion, upon request, Ms. Weingarten was entitled to union representation at the meeting.

Agencies are required to post annual notices of these rights. The following "Annual Notice of Right to Request Union Representation" satisfies this requirement.

ANNUAL NOTICE OF RIGHT TO REQUEST UNION REPRESENTATION (WEINGARTEN RIGHTS)

The Civil Service Reform Act gives employees in units represented by an exclusive labor organization the right to request union representation at an examination by a representative of the agency in connection with an investigation if the employee believes the examination may result in disciplinary action.

Section 7114(a) of the Civil Service Reform Act of 1978 (CSRA) states that:

- (2) An exclusive representative of an appropriate unit in an agency shall be given the opportunity to be represented at
 - (B) any examination of an employee in the unit by a representative of the agency in connection with an investigation if
 - (i) the employee reasonably believes that the examination may result in disciplinary action against the employee; and
 - (ii) the employee requests representation.

Section 7114(a)(3) of the CSRA requires that employees receive annual notice of the rights set forth above. If you have any questions relative to this notice, please contact Lori O. Pietravoia, Human Resources Specialist, at extension 3-2506.

Merit Systems Principles and Prohibited Personnel Practices

The framework of the current Federal personnel system is based on two sets of basic principles, the merit system principles and prohibited personnel practices. Outlined below is information concerning these principles and how they are applied.

Merit Systems Principles

The Merit Systems Principles (5 USC 2301(b)) outline the requirements for managing the workforce in a fair and equitable manner and protect employees from arbitrary and capricious personnel actions and decisions. The following nine "merit principles" have been established in law and form the foundation for making all personnel decisions in the civil service:

1. ***Recruitment should be from sources that will achieve a workforce including all segments of society and selection and advancement should be based solely on relative ability, knowledge, and skill after fair and open competition which assures that all receive equal opportunity*** This principle is the foundation of Governmentwide staffing (i.e., recruitment, hiring, promoting) requirements. It is the reason applicants are rated against the competencies required for the position for which they are applying. It is also why announcements are published and advertised in a variety of ways and that selections are to be made based on job relatedness.
2. ***All employees and applicants should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age or handicapping condition, and with proper regard for their privacy and constitutional rights.*** This principle reiterates what is established in law, rule, and regulation regarding equal employment opportunity Governmentwide and on an Agency and Centerwide basis. It requires that all personnel decisions be based on job-related and mission-related criteria.
3. ***Equal Pay should be provided for work of equal value, with appropriate consideration of both national and local rates paid by employers in the private sector, and appropriate incentives and recognition should be provided for excellence in performance.*** This principle is the foundation of the Federal classification system and awards system. It requires that an employee's pay range (i.e., grade level) be based on an accurate and equitable evaluation of the level of work for the employee's position. In order to ensure that this is occurring, position descriptions are used to outline the duties assigned to a position. Governmentwide classification standards are then applied to those duties to determine the proper grade level of the work, thus ensuring consistency across the

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Government. That is why it is important that the position description accurately describes the work being performed. When a supervisor signs the position description, he/she is certifying that the work assigned is at the level described. When the position is classified, the certified duties are used to determine the appropriate classification of the position.

4. **All employees should maintain high standards of integrity, conduct, and concern for the public interest.** The Federal disciplinary system is premised on this principle; i.e., that it promotes the efficiency of the service to maintain standards of conduct and behavior. In order to ensure that all employees maintain high standards of integrity and conduct, the Government has established Government standards of conduct. Standards of Ethical Conduct for Employees of the Executive Branch are outlined in 5 CFR Part 2635 and are applicable to all employees of NASA.
5. **The Federal workforce should be used efficiently and effectively.** This principle indicates that organizations be designed and managed cost effectively; employees be assigned work in a cost efficient/effective manner and that resources be used with efficiency in mind. When making decisions, managers should ask: (1) if it is legal, (2) if it helps the mission, (3) if it accomplishes what is intended, and (4) if it is worth the cost. Governmentwide programs for quality, continuous improvement, and customer focus are rooted in this basic principle. It is also the reason that a sound position management program is important.
6. **Employees should be retained on the basis of the adequacy of their performance, inadequate performance should be corrected, and employees should be separated who cannot or will not improve their performance to meet required standards.** This principle provides the authority for taking performance-based actions. That is, that employees not meeting performance standards should be notified of performance deficiencies, management must work with employees to improve performance and those not meeting standards after an opportunity to improve should be reassigned to another position they perform, assigned to a position they can perform at a lower grade level or removed from Federal service. These actions are accomplished at GRC in accordance with the Employee Performance Communication System (EPCS) and established negotiated agreements.
7. **Employees should be provided effective education and training in cases in which such education and training would result in better organizational and individual performance.** This principle is the basis on which the Government training and development policies are based. Such policies require there be a tangible relationship between results and costs of training/education paid for with Government training funds. Center policy further requires that training dollars only be spent on training and development that will benefit the Center; i.e., where the training authorized will be used on the current job or to meet future mission needs.
8. **Employees should be protected against arbitrary action, personal favoritism, or coercion for partisan political purposes and prohibited from using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for election.** This principle protects employees from coercion and citizens from a politicized Federal workforce. It is further codified in the Hatch Act.
9. **Employee should be protected against reprisal for the lawful disclosure of information which the employees reasonably believe evidences a violation of any law, rule, or regulation or mismanagement, a gross waste of funds, an abuse of authority or a substantial and specific danger to public health or safety.** The principle protects the "whistleblower" from reprisal. The Whistle Blowers Protections Act further protects such disclosures.

Prohibited Personnel Practices

Prohibited personnel practices (5 USC 2302) specify the personnel practices that must be avoided by anyone who is in a position to take or influence personnel actions and ensures that the merit system principles and the integrity of the merit system are not undermined. They specify the types of things a Federal employee who has personnel authority may not do. Prohibited Personnel Practices fall under one of four categories: discrimination; hiring practices that offend the merit system; retaliation for engaging in protected activity; and violations of laws, rules or regulations that implement merit systems principles. It is a prohibited personnel practice to:

1. **Discriminate on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.**
2. **Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related**

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abilities or characteristics.

3. *Coerce an employee's political activity or take any action against any employee or applicant as a reprisal for the refusal to participate in such activity.*
4. *Deceive or willfully obstruct a person's right to compete for employment.*
5. *Influence any person to withdraw from competition for a position to improve or injure the employment prospects of any particular employee or applicant.*
6. *Give any unauthorized preference or advantage to any person to improve or injure the employment prospects of any particular employee or applicant.*
7. *Appoint, employ, promote, advance, or advocate for appointment, employment, promotion, or advancement of any individual who is a relative (a spouse, parents and step-parents, children and step-children, full and half siblings, aunts, uncles, nieces and nephews, first cousins, and in-laws).*
8. *Retaliate (i.e., take or fail to take, or threaten to take or fail to take a personnel action) against a whistleblower, whether an employee or an applicant.*
9. *Retaliate against an employee or applicant who exercises their appeal, complaint, or grievance rights, testifies for or lawfully assists any individual exercising such right, cooperates with an Inspector General or the Special Counsel, or refuses to obey an order that would require the individual to violate a law.*
9. *Discriminate based on personal conduct which is not adverse to on-the-job performance of the employee, applicant, or others.*
10. *Violate any law, rule, or regulation which implements or directly concerns the merit principles*

The following examples would be considered prohibited personnel practices:

- Sexual harassment.
- Selecting an individual for promotion because of a personal friendship, not job-related factors.
- Considering a personal recommendation for an applicant for a summer intern position from the applicant's relative.
- Inappropriately using a temporary appointing authority in order to hire a person with political connections.
- Violating the requirements of the Federal classification system (i.e., misstating duties in a position description to ensure that the position will be classified at a higher grade level).
- Deliberately misplacing or destroying an application for employment.
- Giving an employee a dishonest recommendation or appraisal to keep a valuable employee or to help another candidate for employment.
- Encouraging a subordinate not to compete, or to withdraw his/her application by making promises of future benefits.
- Re-open a closed vacancy announcement to permit a favored candidate to apply.
- Manipulating job qualifications to favor a particular applicant.

It is not a prohibited personnel practice to:

- Consider, as a selecting official, the capabilities and performance of applicants for a position you are filling based on your personal knowledge of their skills and abilities for the job being filled.
- Reassign an employee to a position rather than announce a vacancy to provide promotion opportunities to others.
- Transfer (lateral) an employee from another Agency rather than fill the position internally.
- Decide to limit the scope of the area of consideration.

The head of each Government Agency and those delegated personnel management authority (i.e., managers, supervisors, personnel officials) are responsible for the prevention of prohibited personnel practices. The Office of Special Counsel (OSC) is responsible for investigating allegations of prohibited personnel practices and prosecutes such cases before the Merit Systems Protection Board (MSPB). Following an investigation, the OSC may recommend that an Agency take corrective action if there is a reason to believe that a prohibited personnel practice has occurred. If the Agency fails to take such action, the OSC may recommend that the MSPB order corrective action. Federal employees who are found to have participated in these practices are subject to disciplinary action up to and including removal from Federal service and may include debarment from Federal employment for a period not exceeding 5 years or a monetary fine up to \$1,100.